



## City Hall Facility Use Application

### Instructions:

- 1) **Reserve your event date prior to filling out this application.** To reserve date(s) call City Hall Room Reservations at 408-535-3500. Once you have tentatively reserved a date(s), complete this application and return within 2 weeks. Tentative reservations will only be held for two weeks. Internal City Departments may check date availability through Outlook/Public Folders and email reservations to "Room Reservations".
- 2) **Submit all three pages of this application 30 days prior to your event:**  
FAX to: Event Services at 408-924-0650 or  
Mail to: General Services Event Services, 200 E. Santa Clara Street, 1<sup>st</sup> Floor, San Jose, CA 95113  
*Reservations are not confirmed until the City signs the contract and deposits are paid.*
- 3) **Following the submittal of your facility use application,** a Facility Use Agreement (contract), will be drafted and mailed to you for signature. Return the signed agreement in whole to the address above for approval along with your 50% deposit. When you receive a fully executed contract with City signatures you may announce and/or advertise your event.

### Complete sections A - C

(Incomplete applications will be returned)

### Section A

<b>Person or Organization</b>	_____	<b>Date of Application</b>	_____
<b>Organization Type</b>	<input type="checkbox"/> Non-profit (501(c) 3)* <input type="checkbox"/> Community/Neighborhood Association <input type="checkbox"/> Government Agency <input type="checkbox"/> Other		
<b>Event Contact</b>	_____	<b>Home Phone</b>	_____
<b>Address</b>	_____	<b>Work Phone</b>	_____
<b>Email</b>	_____	<b>Cell Phone</b>	_____
		<b>Fax #</b>	_____

<b>Event Name</b>	_____			<b>Co-Sponsors</b>	_____
<b>Facilities Requested</b>	<input type="checkbox"/> Rotunda <input type="checkbox"/> Rotunda Mezzanine <input type="checkbox"/> Catering Pantry <input type="checkbox"/> Council Chambers <input type="checkbox"/> Committee Room(s) <input type="checkbox"/> West Plaza <input type="checkbox"/> East Plaza <input type="checkbox"/> Bamboo Courtyard <input type="checkbox"/> other <input type="checkbox"/>				
<b>Event Type</b>	_____	<b>Estimated Attendance</b> (including staff) _____			
<b>Start Date</b>	_____	<b>End Date</b> _____			
<b>Event Time (s)</b>	<b>Move-in time</b> _____ <b>Event/Meeting Start Time</b> _____ <b>Event end time</b> _____ <b>Time the space will be vacated</b> _____				
<b>Event Description</b>	_____				
Attach additional pages if necessary	_____				
<b>VIS CODE required</b>	_____				
<b>For City Departments</b>	_____				

### DECLARATION

As the authorized representative of the applicant, I hereby declare that:

1. The information contained in this application and attachment(s) is true, complete and correct to the best of my knowledge.
2. I hereby release and agree to hold harmless the City of San José, its employees, its agents, and contractors for and from liability and responsibility for any claim, loss or injury connected with the proposed event, except for loss or injury or death caused through the intentional acts or willful misconduct of City, its employees, agents or contractors.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

**Section B**

YES NO

- ☐ ☐ Have you held this event at another facility?  
 Facility Name:  
 Contact:
- ☐ ☐ Is the event open to the public?  
 Is the event ticketed ☐ or by invitation ☐?  
☐ ☐ Will there be an admission fee?  
 Admission \$
- ☐ ☐ Will there be any food prepared, sold or served at the event? Note: Approved caterers required.  
☐ Pre-prepared ☐ Prepared on site
- ☐ ☐ Will a caterer be used? **Applications for new caterers must be submitted 90 days in advance; all caterers subject to approval. Only approved caterers may provide food and beverage.**
- ☐ ☐ Caterer name: Telephone #  
 Will there be any non-alcoholic beverages sold or distributed at the event?  
 Describe serving container:
- ☐ ☐ Will there be any alcoholic beverages (beer, wine or spirits), sold or distributed at the event?  
 Describe serving container:
- ☐ ☐ Will a beverage caterer be used?  
 Beverage Caterer name: Telephone #
- ☐ ☐ Will there be any equipment delivery/unloading for the event? You must be present to receive deliveries.

**Please check equipment and fill in the amounts that you would like to rent for the City of San Jose. All equipment is setup by City staff for a fee.**

- ☐ Wired Microphones # ☐ Wireless handheld microphones #  
☐ Wireless lapel Mics. # ☐ Easels #  
☐ LCD projector # ☐ Stage sections 6' x 8' x 2' -3' #  
☐ tables-60" rounds # ☐ temporary electric power: #110/20 AMP  
☐ tables-6' banquet # ☐ Podium  
☐ chairs # ☐ fencing/barricades#  
☐ portable sound system ☐ Signacades 23.5" x 3' A-frame #  
☐ 32" TV Monitors #
- ☐ Disposable trash containers for outdoor Events #
- ☐ ☐ Will you be setting up other equipment?  
☐ booths (size/number # ☐ Tents #  
☐ Portable restrooms ☐ canopy (size/number #  
☐ Other, explain
- ☐ ☐ Will there be amplified sound (PA system or other noise generator) at the event?  
☐ ☐ Will there be music at the event? ☐ Live ☐ Recorded  
☐ ☐ Will there be open flames related with this event (votives, barbecues, propane fueled equipment)
- ☐ ☐ Will there be sales of any kind?  
☐ ☐ Will there be special parking arrangements associated with this event?  
 Describe:
- ☐ ☐ Will there be a street closure associated with this event?  
☐ ☐ Will there be traffic control associated with this event?  
☐ ☐ Do you require any additional City services? 10 DAYS NOTICE REQUIRED  
☐ IT Services (Internet, Telephone) ☐ Traffic Control ☐ Tow Zone  
☐ Street Barricades ☐ Electrical Power
- ☐ ☐ Will there be any other activity connected to the event?  
 (Examples: live animal display, carnival rides) Describe activity:

Sample Schedule						
Date	Start Time	End Time	Location	Description	Activity	Comments
	8:00 am	11:00 am	Catering Pantry	Caterer load-in	Food preparation	
	10:00 am	11:00 am	Rotunda	Set-up	Tables set-up and room preparation	
	11:30 am	12:00 pm	Rotunda	Doors open	Guests arrive, guest check-in	Musicians near entrance
	12:00 pm	1:30 pm	Rotunda	Event	Luncheon	Brief remarks at 12:15-12:20

### Section C

**Event Name**

#### Schedule of Activities (including set-up and tear-down)

Date	Start Time	End Time	Location	Description	Activity	Comments
				Move-in/Setup		
				Clean-up		

#### List vendors associated with your event:

Company Name	Contact	Telephone #